



JOB VACANCY ANNOUNCEMENT

USAID PROJECT MANAGEMENT SPECIALIST (EDUCATION)

The U.S. Agency for International Development (USAID/Philippines) has an immediate need for a USAID Project Management Specialist (Education) whose overall responsibility covers the full program cycle (from conceptualization, development, management, monitoring and evaluation, and close-out of projects), research, outreach and communications, and representation.

The Specialist reports to the Deputy Director of the Office of Education. S/he provides assistance to the Office Director in the overall administration and management of education sector activities. S/he has frequent substantive interaction with the highest levels of USAID management, other U.S. Government (USG) officials, as well as with a wide variety of external counterparts including high-level Philippine government officials and other international donors. S/he also participates in the design, implementation, and evaluation of education projects. At the direction of the Education Office Director, the incumbent is responsible for the development, implementation, and/or coordination of special activities within the education development objective team's purview. S/he provides technical guidance in the development of the Mission's education portfolio by providing inputs in the development of the Mission's country strategy, development objectives, projects, and activities. S/he leads the development of activities that will contribute to achieving the Mission's development objectives in education within the context of USAID's Global Education Strategy, the Bilateral Assistance Agreement for Education Programs and the Partnership for Growth Agreement between the U.S. and Philippine governments, and other high-level policy guidance on USG education programming for the Philippines.

To be a competitive candidate, the applicant must meet the minimum requirement of each of the **Evaluation Criteria** enumerated below:

* **Education** (5%) Master's degree in a field relevant to management of development assistance and/or education development such as Public Management/Administration, Development Studies, Economics, Political Science, Political Economy, or related social science disciplines.

* **Work Experience** (5%) Minimum of five (5) years of progressively responsible, professional-level experience in project management related work in the field of education. At least 4 years of this should have been in development assistance or related work with the USG, Philippine government organizations, other donor agencies, or the private sector. Required experience includes research, project design, program planning and implementation, performance monitoring, and/or the analysis and interpretation of large amounts of complex program/project/activity information.

* **Job Knowledge** (20%) Thorough and in-depth knowledge of the Philippine education system (including basic, higher, and technical/vocational), especially the state of the sector, Philippine government priorities and initiatives, current issues, trends, challenges, and opportunities. Thorough knowledge of host government processes, agencies and priorities, and familiarity with the key players in the education space across all sub-sectors. Thorough knowledge of development theory and practices, especially with matters relevant to sector assessments and research, conceptualization, design, implementation and evaluation of development interventions for improved education outcomes. Working knowledge of best practices in education assistance (both local and international), particularly as regards to development interventions to improve education outcomes; initiatives of the international community to improve education; other donor initiatives in-country; private sector interests in education development; and civil society groups.

* **Skills and Abilities** (35%) Ability to establish and maintain a wide range of contacts with senior government officials - both at the national and local levels, other donors, non-governmental organizations, and the private sector. Must have the ability to identify significant trends, opportunities or challenges in the Philippines and assess their importance and impact on USAID development objectives, in general, and on the Education Development objective, in particular. Must have the ability to obtain, analyze, and evaluate complex data and to organize and present these in a meaningful and concise way to others. Must have the ability to plan, organize, manage and evaluate complex projects. Ability to work with diverse teams, and with very strong interpersonal skills.

* **Communication Skills** (35%) Must have excellent verbal communication skills, tact, and diplomacy in order to establish and develop sustainable working relations and a high level of trust with officials and counterparts. Writing skills are required to prepare regular and ad hoc reports, project documentation, and briefing papers. Ability to develop and deliver professional quality reports and presentations is required. Good computer skills are required, in order to manage activity goals and achievements, both technical and financial. The Specialist must have excellent written and spoken English skills.

The compensation package includes mid-year and year-end bonuses, health and life insurance, and a supplementary retirement plan. The salary offer will be based on a combination of the candidate's salary history and of the organization's pay plan and will be within the annual range of Php 1,255,610.00 to Php 1,936,213.00.

Notes:

- *Substitution of work experience for the education requirement is not permitted.*
- *USAID reserves the right to reject any and all applicants.*
- *Only short-listed candidates will be notified.*
- *This position is open to Philippine local residents only.*

**Application letter, comprehensive resume and technical writing samples must be received
no later than October 7, 2016 via email at aidmnlhr@usaid.gov**